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24 August 1970

MEMORANDUM FOR: Chief, Operations School

SUBJECT : CS Records Training

1. Please note attached message for [REDACTED]
I'm personally convinced that one hour on "Field Files" in BOC
is not sufficient. For example, an instructor cannot begin to
cover all of the data and procedures outlined in the CS Records
Handbook [REDACTED] in one hour.

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2. The BOC now advertises (OTR Catalog) that the
course prepares officers to work in CS Headquarters or in Field
stations. If this be true, then the whole matter of records for
both Headquarters and the Field is being slighted.

3. It goes without saying (although I'm sure some OTR
instructors and managers don't know it) that CS Records I & II
cannot and does not stand alone - the information presented in
both courses relates to intelligence and operational reporting,
CI review and assessment and data available from SI sources.

4. I guess that what I'm saying and thinking is that CS
Records I & II should be an integral part of BOC and that all BOC
practical exercises should include practice in the disciplines ex-
pressed in the Handbook, plus an exercise requiring a Headquarters
name trace (Records II).

5. My suggestion, of course, raises the old question as
to when and in what training context the CT (or newly-recruited
[REDACTED] officer) get his first exposure to the CS Records System

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and field case officer responsibilities to the system. This also ties into the matter of what training should precede a CT's interim assignment and the timing of interim assignments.

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6. I recommend that we [REDACTED] you, and I) meet with [REDACTED] officers [REDACTED] 25X1A to discuss this subject. Perhaps someone from the CT Program should also attend since the matter of timing and interim assignments would also come up.

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[REDACTED] DC/OS/ST/TR

cc: [REDACTED]

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